

NOTICE

There is a job opening in the **BAY COUNTY CLERK’S OFFICE.**

JOB TITLE:	Secretary II
RATE OF PAY:	\$14.37 per hour entry, progressing to \$17.06 per hour over a period of years (TU07)

Full-time position with benefits as provided for within the USW full-time labor agreement, Local 15157, although union membership is voluntary. In accordance with the Agreement between the County and Local 15157, U.S.W., preference may be given to qualified County employee applicants.

GENERAL SUMMARY: Being well-versed in office procedures, serves as secretary to the County Clerk. Incumbent is fully proficient in all clerical skills and is frequently assigned tasks dealing with gathering of materials and typing of highest-level reports. Serving as a team leader may be part of this position. Exercises independent judgment. Work is occasionally demanding in terms of mental and visual effort. Ability to organize and present complex material is vital.

TYPICAL DUTIES:

1. Takes and transcribes dictation, minutes of meetings, and so forth. Absolute accuracy and confidentiality of material is essential.
2. Sets up and distributes agendas, supportive data and special reports.
3. Provides secretarial services, including typing and filing, for professional and managerial personnel in accordance with time limits and deadlines.
4. Maintains extensive files of correspondence, policy records, and departmental service, and finance reports.
5. May serve as clerical leader assigning lower level clerical tasks, scheduling work completion in accordance with deadlines and priorities and training new or temporary employees in work assignments.
6. Creates indexes and uses electronic records management tools and techniques.
7. Works with the clerk to handle budget management, purchasing, and other routine accounting matters.
8. May serve as receptionist greeting visitors, scheduling appointments, providing service and procedural information.
9. Composes and types replies to correspondence on matters of well-defined policy.
10. Carries out tasks requiring departmental procedural knowledge such as preparing certain departmental billings, scheduling facilities or evaluations, serving as interviewer for service arrangements and serving as departmental data processing representative. May also carry out seasonal balancing of accumulative totals, calculate billings and make routine postings to accounts.
11. May process payroll and may inventory supplies and distribute mail.
12. May be required to tabulate statistical data, research required material, and have good mathematical proficiency.
13. Operates all office machines used in office operations, including computers. Adds information to the county’s internet website and also assists supervision in maintaining the website.
14. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: 2 to 3 years of secretarial/office experience. Typing skill requirement - 70 WPM (corrected, with no more than 5 errors). Must be proficient in composition, math, spelling and grammar. A basic knowledge of county budgeting, accounting, and purchasing systems. Proficiency in Microsoft software. Must possess a high school diploma, including six months or more of specialized office training (keyboarding and computer software) in high school or in a classroom outside of high school. Must have a valid driver’s license or access to reliable transportation. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person/via: US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708, no later than **4:00 p.m. Wednesday, December 29, 2015.**

EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”